Meeting Minutes

Monday, August 29, 2011

Attendance:  Joe Welch, Diane Marsh, Jenny Stone, Cami Bowler

1. **Reviewed Extended Learning Project Survey Results from last year.** We looked through our data to determine where we noticed patterns that indicated a change needed to be made to our projects.  We found we need to improve on:
   1. **Explaining our projects more clearly**
   2. **Being more helpful in giving advice and recommendations for projects**
   3. **Giving more class time to select a project**
   4. **Allowing more student input in the project deadline**
   5. **Posting a countdown to the due date for the project**
2. **Discussed our smart goal.** We had set a goal for 85% of students to complete their project.  We looked at the results we had (some were lost in new computer system update) and found the following percentages of students completed their projects:

Art                                          FCS                         Keyboarding                      Shop

65.3%                                    75.5%                    64.3%                                    N/A

We noticed that the participation numbers were increasing based on the number of times the teacher had presented this project to their classes.  The more times, the higher the participation rate!

1. **Brainstormed our goals for 2011-2012 school year.** 
   1. **Two student surveys.** One for students who complete three or more projects, so we can determine how to make the project better for students participating, and another survey to help us determine why some students are not participating.
   2. **Building on the project with students each quarter.** We will as a team present the same lessons each quarter and get more in depth as we go.  We will all introduce the project to our students with the same Prezi.  Then, we plan to proceed as follows:

**Quarter 1:  Learning Styles.** Have students take a quiz to determine which type of learner they are, in order to help them choose a project that matches their learning style.  Their reflection after the project is completed will be more simple on the Blooms Taxonomy levels (knowledge – maybe a Q&A form)

**Quarter 2:**  **Planning, organization, sequencing.**

**Quarter 3:  Self-evaluation.** Focusing on strengths and areas of improvement.

**Quarter 4:  Written reflection.** Telling a friend how to do this project including tips for success and pitfalls to avoid.

(During Quarters 1-3, teachers will grade students’ projects, and for Quarter 4, students will self-evaluate.)  Our goal is to really help students with this reflection process and give them strategies to make them more successful.

1. **Agenda for next meeting.**
   1. **Review Student Survey (Strengths Explorer for ages 10-14)**
   2. **Create student’s reflection piece according to Bloom’s Taxonomy**
   3. **Plan common PowerPoint introduction for Quarter 1**